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Weekly Report for Week Ending 27 May 1959
from
RECORDS DISPOSITION BRANCH

1. Contributions

None

2. Assignments

25X1

a. Filing Equipment

OCR/IR/FE/NE/A, Shelf Filing

No reply from Office of Security as yet. No change.

OTR/Intelligence School, Shelf Filing

Plans forwarded to Office of Security for inspection of the area. Waiting for a reply.

OTR/Operations School/Headquarters Training, Shelf Filing

Plans forwarded to Office of Security for inspection of the area. Waiting for a reply.

Office of Security/Building 13, Shelf Filing
OO/Contact Division Shelf Filing
OP/Records and Services Division/Test Installation

No change from previous report.

b. Records Systems

25X1

OSI

Installation of File system in Elint Staff/OSI continues.

Office of Communications

25X1

Reviewed Functional Filing system which proposes numbering system from that used for Agency's regulatory issuances. Continued work on comparison with the Agency's standard Subject-Numeric Filing System

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c. Records Schedules

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OO/FDD and team)

Schedule has been returned to Records Management Staff with FDD signatures. Letter of transmittal to FDD is being prepared by

25X1

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25X1

Executive Registry []

Schedule is being revised.

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OCR []

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✓ Reviewed with [] Assistant ARO/OCR, questions on revised schedule and agreed upon procedure for resolving them.

d. Special Projects

25X1

DD/P Support Records []

Survey of WH Division completed. Recommendations for filing and disposing of support records in the Area Divisions and Senior Staffs of DD/P will now be prepared based on findings in FE, PP, SR and WH.

25X1

OSS Records/RI []

✓ Inventory of OSS headquarters records has been completed. Survey will move to field station records.

Review of Clerical Training in Filing []

25X1

Reprinting of unclassified HB on Subject Filing is on schedule. Demonstrator file cabinet is in place and is being stocked with new folders, guides, and kits of training material for students. Artwork for color slides is being prepared by OTR/Visual Aids.

25X1

File Cleanup Campaign []

Two drafts of new posters prepared by Graphics, More of Campaign booklet revised.
Revised new building excess files total down from 60,000 to 28,000. *cu ft.*

Preparation of Subject Index to Handbook for Subject Filing []

25X1

Index cards prepared by IAS/Pool for all unclassified references in Handbook. Remaining references cards prepared in RMS and incorporated into master deck. Changes and additions made by RMS analysts in various file installations are being incorporated.

Emergency Filing Equipment []

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[] to discuss safes and records statistics with [] today. Informed [] of my findings concerning [] inventory of safes on hand.

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Service Calls Processed by Records Center []

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Given to [] for review prior to meeting of

25X1

[] on findings of project.

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Inactive Projects []

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Sorting Equipment Booklet

Revision of [] Records Management Program Guide.

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3. Vital Materials []

Microfilming:

OCR/GR continues.

Security will start within a few days.

Logistics continues.

OCR and ORR have decided that the Repository can discontinue providing a monthly copy of the availability register.

4. News

- ✓ a. Received a request from the ARO/OBI for assistance in planning for storage of two sets of NIS material in the New Building. No definite arrangements were made at this time []

25X1

- b. Accompanied two members of [] on a tour of the Machine Records Division conducted by []

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- ✓ c. National Archives has queried us regarding possible interest in certain War Production Board Records now scheduled for destruction. IR will be contacted.

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[REDACTED]

1. Contributions (Intangible)

- a. Wrote a short article on correspondence management for the Support Bulletin.
- b. Completed arrangements with the Supply Division for stocking heavy duty folders in the R&S Building BSO Branch. Prepared memo to all ARO's on this subject.

2. Assignments - Active

- a. Overnight Storage Box - [REDACTED] has agreed to make a mockup of the redesigned box. 25X1
- b. Records Disposition Workshop - Reviewed and approved preliminary art work on 18 slides by Logistics Graphics.
- c. Reports Management Training Material - Began developing case problem material for training [REDACTED] 25X1

3. Assignments - Inactive

- a. Courier Receipt and Chain Envelope.
- b. DD/P Records Management Program.

4. News

25X1

- a. Conferred with [REDACTED] OTR Intelligence School, regarding a training program for dictators. OTR had considered such a program and felt that personal pride would restrict enrollment. As an alternate, proposed that OTR establish a pool of dictating machines which could be used for practice. I will explore this possibility with [REDACTED] 25X1
- b. Attended the program planning meeting of the IRAC Steering Committee. 25X1

[REDACTED]

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